



County of Greene, Missouri

Employment Vacancy Announcement

September 25, 2013

Greene County Family Court - Domestic Relations Division

Chief Domestic Relations Officer

Full Time

\$18.28 hourly/\$38,022 annually

The Greene County Family Court - Domestic Relations Division is seeking a qualified person committed to excellence in performance for the position of Chief Domestic Relations Officer. The work requires professional level leadership of the Domestic Relations Unit and Domestic Relations Officers. This position works under the specific and general direction of the Family Court Administrator.

Essential Duties and Responsibilities:

The Chief Domestic Relations Officer will supervise the Domestic Relations Officers and oversee all of the services provided along with providing input and direction as needed. Prepares the agenda and conducts weekly unit meetings. Will perform administrative duties such as making case assignments as needed, reviewing and submitting timesheets, keeping track of schedules and doing performance evaluations. Oversee and be responsible for policies and procedures developed that pertain to the Domestic Relations Unit. Maintain communication between the Domestic Relations Officers and the court. Research programs and services provided in other courts as well as keep up on current trends, information, laws and statutes that relate to Family Court and Domestic Relations cases. Coordinate the planning, development and implementation of the Family Court's Alternative Dispute Resolution (ADR) Program. Continued development of Greene County's ADR Program methods of Mediation, Arbitration, Parent Coordination, Collaborative Law, Therapeutic Family Mediation, and Early Neutral Evaluation. Continue the development and expansion of ADR into other areas of the Family Court functions. While providing guidance and leadership, provide an environment in which members of the unit are involved in the continued involvement and development of the unit. Cover the responsibilities of a Domestic Relations Officer, as needed, due to lack of sufficient staff to cover all four Family Court Divisions. Back up Domestic Relations Officers work when necessary or required. Serve as an active member of the Family Court's Domestic Relations and Juvenile Divisions Leadership Team. Perform various public relations activities such as addressing community groups, legal and professional organizations, participate in conferences/workshops relative to Domestic Relations services, and serve on panels for educational purposes. Perform other duties as may be directed by the Family Court Administrator and Family Court Commissioners.

Minimum Experience and Training Qualifications:

Master's Degree in the Behavioral Sciences, Education, Communication, or allied professional fields of knowledge, required. Two years full-time experience working with families in crisis, experience preparing concise written reports and experience with dispute resolution. Strong computer literacy in Microsoft Word, Excel, and Powerpoint. Proven excellent computer literacy in the preparation of reports, documents, spreadsheets, and statistical data. Completion of 40 hour Family Mediation Training and Supervisory experience a plus.

A complete description of the physical and mental abilities required to perform the essential functions of the position is available at the Greene County Human Resources Office.

Special Requirements:

All applicants for the position of Chief Domestic Relations Officer will be required to undergo a complete background check and post-offer screening for the presence of illegal drugs as a condition of employment.

How to apply:

Qualified individuals MUST complete and submit: (1) Completed Application; (2) Letter of Interest and (3) Resume to Greene County Human Resources, 940 N. Boonville, Rm. 314, Springfield, MO 765802 or fax to 417-868-4811. Candidates MUST submit all three required documents to be given consideration. Application Deadline: Open until Filled.

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.